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REGULATION

SECURITY

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# CONTROL OF PERSONNEL SECURITY FILES

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Rescission: CIA Regulation No. [ ]

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### 1. PURPOSE

- a. This Regulation prescribes the policy and procedure for the implementation of the Presidential policy relative to the preservation of the confidential character and sources of information contained in personnel security files, in the interest of our national security and welfare and the protection of Government personnel against unfounded or disproved allegations. This Presidential policy is based upon Presidential Memorandum to All Officers and Employees in the Executive Branch of the Government, dated 13 March 1948, and section 9(c) of Executive Order 10450, dated April 27, 1953.
- b. This Regulation also prescribes the policy and procedure for the controlled release of personnel security information within the Agency.

### 2. DEFINITIONS

#### a. CHIEFS OF MAJOR COMPONENTS

The Deputy Directors (Plans), (Intelligence), and (Administration); the Assistant Director for Communications; the Assistant Director for Personnel; and the Director of Training shall hereinafter be referred to as the Chiefs of Major Components.

#### b. OPERATING OFFICIALS

Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans), Assistant Directors under the jurisdiction of the Deputy Director (Intelligence), Chiefs of Administrative Offices under the jurisdiction of the Deputy Director (Administration), the Assistant Director for Personnel, the Assistant Director for Communications, and the Director of Training shall hereinafter be referred to as Operating Officials.

#### c. PERSONNEL SECURITY FILES

Personnel security files are those files in the custody of the Director of Security which contain information pertaining to the loyalty or security of CIA employees or persons of interest to CIA.

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## d. INVESTIGATIVE INFORMATION

Investigative information is limited to that information which has been obtained (or is obtainable) by means of a security investigation.

## 3. POLICY

- a. The Director of Security is responsible for the control and protection of the personnel security files of the Agency. In view of their confidential character, all personnel security files of the Agency shall be appropriately classified and controlled by the Director of Security so as to prevent unauthorized access thereto.
- b. Prior authorization by the Director of Central Intelligence is required for the release of personnel security files or information contained therein to persons or activities outside of this Agency with one exception: investigative information (as defined) which is contained in the personnel security files of the Agency may be released by the Director of Security to accredited representatives of other agencies and departments of the executive branch of this Government.
- c. Any subpoena, demand, or request for personnel security files or information contained therein which is received by any employee of the Agency and which does not fall within the provisions of this Regulation, shall be referred without delay to the Director of Security and the General Counsel for appropriate recommendation to the Director of Central Intelligence. 25X1A
- d. The personnel security files of the Agency will not be released to any Agency official except with the approval of the Director of Central Intelligence. This restriction does not apply to officials connected with the processing of a case under the provisions of Regulations Nos. [redacted] and [redacted]. The Director of Security or his Deputy may release personnel security files to these officials for use in adjudication of the case.
- e. The Director of Security, at his discretion, may release pertinent personnel security information to Chiefs of Major Components and Operating Officials of the Agency for reasons involving administration or personnel actions and problems related thereto.
- f. In any release of personnel security information the Director of Security will be guided by the need to preserve the confidential character and sources of information. It will be incumbent upon the Chiefs of the Major Components and the Operating Officials to preserve inviolate the confidential character of personnel security information.
- g. Personnel of the Agency who are authorized to handle personnel security files and records, as part of their regular assigned duties, shall not inspect or review such files and records except on a definite "need-to-know" basis in the course of official business and shall exercise the utmost care in preventing unauthorized persons from gaining access to their contents.

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3. Any questions concerning the application of this Regulation will be referred to the Director of Security for decision or appropriate action. In making his decision or taking action, the Director of Security shall be responsible for protecting the confidential character and sources of such information.

#### 4. PROCEDURES FOR RELEASE OF PERSONNEL SECURITY INFORMATION

##### a. OUTSIDE OF CIA

- (1) The Director of Security, in releasing investigative data to representatives of agencies and departments of the executive branch of the Government, will ensure that such representatives have been accredited to CIA, and that they possess authentic credentials from their parent agency or department.
- (2) The accredited representative may extract, in whole or in part, the information which is released to him after he has signed a pledge that he will not reveal the source of the information to unauthorized persons.

##### b. WITHIN CIA

- (1) Personnel security material authorized for release shall be hand-carried by a representative of the Director of Security and delivered personally to the individual who has been authorized to review the material. In returning such material to the Security Office, the individual who has been authorized to review it will either deliver it personally or have a representative of the Director of Security hand-carry it.
- (2) Under no circumstances shall personnel security information be transmitted through the regular mail channels of the Agency.

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ALLEN M. DULLES

Director of Central Intelligence

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